

CA086622

**SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET**

Referred to Commission Committee (name) _____

For Commission Action on (date) 6/2/08

DESCRIPTION OF ITEM: Resolution approving expenditure of funds in the amount of \$135,420.51 to Corporate Express for copy and bond paper for the various departments of Shelby County Government. This item requires expenditure of County General Funds in the amount of \$135,420.51.

SPONSORED BY COMMISSIONER DEIDRE MALONE

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

X This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: **\$135,420.51** ; County CIP Funds- \$ _____

State Grant Funds: \$ _____ ; State Gas Tax Funds: \$ _____

Federal Grant Funds: \$ _____

Other funds (Specify source and amount): \$ _____

Other pass-thru funds (Specify source and amount): \$ _____

Originating Department: PURCHASING

APPROVAL:

Dept. Head: Clifton Davis 545-4299 \ CD \ 5/20/08
(Type your name & phone #.) (Initials) (Date)

Elected Official: _____ \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

Division Director: F. Grace Hutchins \ FH \ 5/21/08
R. Smith (Type your name & phone #.) (Initials) (Date)

CIP - A&F Director: _____ \ _____ \ _____
(Type your name & phone #.) (Initials) (Date)

Finance Dept. Mike Swift 545-4269 \ MA8 \ 5/21/08
5/21/08 (Type your name & phone #.) (Initials) (Date)

County Attorney: Mary L. Bright 545-4963 \ mlb \ 5/20/08
(Type your name & phone #.) (Initials) (Date)

CAO/Mayor: James F. Huntzicker 545-4514 \ JFH \ 5/24/08
(Type your name & phone #.) (Initials) (Date)

SUMMARY

I. Description of Item

The Shelby County Government has a need for copy and bond paper for the various departments.

Sealed bids were requested and received on April 25, 2008 from the various vendors.

II. Source and Amount of Funding

The total estimated amount of this award from Corporate Express is \$135,420.51.

Purchase orders will be issued by the Purchasing Department by department subject to the availability of funds at the time the purchase order is issued.

III. Contract Items

A. Type of Contract - N/A

B. Terms - The period of award is from July 1, 2008 through December 31, 2008.

The award has the option to renew for three (3) additional six month periods, through June 30, 2010.

IV. Additional Information Relevant to Approval of this Item

The Administration recommends approval of this Resolution.

ITEM # _____

PREPARED BY: Bernita Pogle

COMMISSIONER Deidre Malone

APPROVED BY: Mary Pogle

Resolution approving expenditure of funds in the amount of \$135,420.51 to Corporate Express for copy and bond paper for the various departments of Shelby County Government. This item requires expenditure of County General Funds in the amount of \$135,420.51.

SPONSORED BY COMMISSIONER DEIDRE MALONE

WHEREAS, Shelby County Government has a need to purchase copy and bond paper for the various departments; and

WHEREAS, Sealed bids were requested and received on April 25, 2008 with Corporate Express bids meeting specifications submitted in the total estimated amount of \$135,420.51; and

WHEREAS, The period of award is from July 1, 2008 through December 2008; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the expenditure of funds in the total estimated amount of \$135,420.51 for the purchase of copy and bond paper is hereby approved.

BE IT FURTHER RESOLVED, That said bid contains the option to renew for three (3) additional six month periods. Said renewals are hereby approved subject to adoption of each fiscal year Operating budget by the Board of County Commissioners.

BE IT FURTHER RESOLVED, That the Purchasing Department is authorized to issue purchase orders for copy and bond paper from the FY 08-09 Operating Budgets subject to the availability of funds in each account number at the time the purchase order is issued.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in amounts not to exceed \$135,420.51 for the purposes contained in this resolution and to take proper credit in their accounting therefor.

A C Wharton, Jr. County Mayor

Date: _____

ATTEST:

Clerk of County Commission

ADOPTED _____

PURCHASING DEPARTMENT
160 NORTH MAIN, ROOM 550
MEMPHIS, TN 38103
545-4360

TO: CLIFTON DAVIS
PURCHASING

FROM: ROBERT S. BRENNER
PURCHASING DEPARTMENT



DATE: MAY 16, 2008

RE: APPROVED RECOMMENDATION SHEET (FINAL APPROVAL OF
AWARD BY BOARD OF COMMISSIONERS REQUIRED)

Attached is a copy of the approved recommendation sheets for award of the Sealed Bid referenced below:

REFERENCE: BID NO.: SEALED BID NUMBER I001381
DUE DATE: APRIL25, 2008
DESCRIPTION: COPY & BOND PAPER

It is necessary that the award of this bid receive approval by the Board of Commissioners before issuance of a purchase order or the signing of a contract by the County.

Please prepare the commission packet including the applicable contract documents, bonds, certificate of insurance, etc. and return the complete packet to Bernita Poole in the Contract Section of the Purchasing Department for further routing.

Your contract, if required, should include or incorporate the Bid Specification. If there are fund sources other than County General Funds or CIP which partially or wholly fund this contract (e.g. State or Federal), it is mandatory that all restrictions or requirements which attach to these funds be included in your contract.

Also, if bid specifications includes multiple renewal periods please include renewals in your resolution and contract.

By way of this memo, we are notifying the Office of E.O.C. Information (Contract Compliance Status Reports, etc.) required for inclusion in the commission packet to my attention in Purchasing. Upon receipt I will forward it to the Contract Administration Section for further processing.

Attachments

cc: Carolyn Watkins, Admin., E.O.C. Office
Bernita Poole, Contract Administration
Sealed Bid File

rtltrl.frm

**SHELBY COUNTY PURCHASING DEPARTMENT
SEALED BID RECOMMENDATION SHEET
SEALED BID NO: 1001381 (MC# 222) DATE DUE: 4/25/08**

TITLE OR DESCRIPTION OF BID

YES	NO	REQUIREMENTS	COPY & BOND PAPER	DESCRIPTION	NO.
X	X	CIP PROJECT		/TOTAL NUMBER RFB SENT OUT	13
X	X	BOARD OF COMMISSION APPROVAL		/TOTAL NUMBER BIDS RECEIVED	05
X	X	CONTRACT		/NUMBER OF RESPONSES UNOPENED	00
X	X	SURETY (BONDS, ETC.)		(NO E.O.C. CERTIFICATION)	
X	X	CERTIFICATE OF INSURANCE			
X	X	E.O.C. REPORTS ATTACHED AND			
X	X	CERTIFIED BY ADMINISTRATOR			
X	X	COPY TO DEPARTMENT			
X	X	COPY TO DIVISION DIRECTOR			
X	X	COPY TO E.O.C.			

Vendor

EOC Rating

Bid Price

*CORPORATE EXPRESS	A	\$135,420.51
OFFICE DEPOT	A	\$152,479.65
AMERICAN PAPER & TWINE	A	\$157,197.40
XPEDX	A	\$184,576.98
OFFICE MAX ENTERPRISE SOLUTIONS	C	\$186,102.52

***BID AWARD**

RECOMMENDATION:

ON THE BASIS OF THE LOWEST RESPONSIVE BID RECEIVED AND WITH THE CONCURRENCE OF THE USING DEPARTMENT, I HEREBY RECOMMEND THE AWARD OF THIS BID TO **CORPORATE EXPRESS**. TOTAL AMOUNT RECOMMENDED FOR AWARD IS **\$135,420.51**.

THIS BID AWARD COVERS THE PERIOD JULY 1, 2008 THROUGH DECEMBER 31, 2008, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL SIX (6) MONTH PERIODS, (JANUARY 1, 2009 THROUGH JUNE 30, 2009), (JULY 1, 2009 THROUGH DECEMBER 31, 2009), AND (JANUARY 1, 2010 THROUGH JUNE 30, 2010).

THERE ARE NO GUARANTEED QUANTITIES AND/OR DOLLAR (\$) AMOUNTS WHICH WILL BE PURCHASED AGAINST THIS BID. QUANTITIES INDICATED IN THIS BID ARE BASED ON ANTICIPATED REQUIREMENTS FOR THIS PERIOD OF TIME.

SHELBY COUNTY PURCHASING DEPARTMENT
SEALED BID RECOMMENDATION SHEET
SEALED BID NO: 1001381 (MC# 222) DATE DUE: 4/25/08

COPY & BOND PAPER

THIS AWARD REQUIRES BOARD OF COMMISSION APPROVAL

Bob Bremner / Date 5/14/08
Bob Bremner, Buyer

Clifton Davis / 5/15/08
Clifton Davis, Administrator of Purchasing/Date

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT BID 1001381 DATED 4/25/08
IS IN COMPLIANCE WITH PROCEDURES AS STATED IN THE SHELBY COUNTY COMMISSION RESOLUTION NO. 50 ON PURCHASING
DEPARTMENT POLICY, DATED 2/4/80.

Bob Bremner
For the Shelby County Purchasing Department

DATE SWORN TO AND SUBSCRIBED BEFORE ME AT MEMPHIS, TENNESSEE ON THIS 14th DAY OF May, 2008.

MY COMMISSION EXPIRES:
March 4, 2009

Donna H. Worthy
Notary Public

My Commission Expires _____

